

## DEPARTMENT OF CHILDREN AND FAMILIES

### JOB OPPORTUNITY

Children and Families Assistant Superintendent

Full-Time (40 hours weekly)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Albert J. Solnit Children's Center – North Campus in East Windsor, CT

**Hours:** Monday through Friday 8:30 am - 5:30 pm with the exception of one weekday, day to be determined, 10:00 am - 7:00 pm; there are also on-call responsibilities for this position.

**Salary:** \$90,282.00 - \$123,104.00 annually

**Closing Date:** 04/27/2015

**Posting Number:** VB44328N

**Examples of Duties:** The Assistant Superintendent is a member of the facility's Executive Team, assists in directing the operations of the facility, and is responsible for the facility in the absence of the Superintendent. This position plays a lead role in overseeing the facility's risk management, quality assurance and performance improvement initiatives, has supervisory responsibility for the facility's Medical Records department and support services divisions and is responsible for the facility's data collection, data interpretation and data reporting activities. In addition, the Assistant Superintendent is responsible for ensuring that the facility complies with Joint Commission accreditation standards and requirements of the Centers for Medicare and Medicaid Services (CMS). Preference will be given to qualified applicants with significant clinical and administrative leadership experience in child and adolescent behavioral health, particularly in a congregate care setting, experience with strategic planning, program implementation, and quality improvement, those with considerable knowledge of relevant Connecticut and Federal statutes and regulations and Joint Commission accreditation standards and considerable oral and written communication skills. Please click on the class code for details regarding the description of this position.

#### **Experience and Training:**

General Experience: Nine (9) years of professional experience in a treatment facility in quality assurance, treatment or education serving children and youth with complex psychiatric challenges.

Special Experience: Two (2) years of the General Experience must have been in a managerial capacity. NOTE: Managerial capacity is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies, and developing and monitoring the budget.

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in management, public administration, social work, or a closely related field may be substituted for one (1) additional year of the General Experience. NOTE: Closely related fields are: child welfare, applied sociology, social and/or human services, clinical psychology, child development, criminal justice, counseling, human development and family relations, human services, marriage and family therapy, nursing, education.

**Note:** The filling of this position shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations.

**Application Instructions:** Interested applicants must submit a CT-HR-12 (State application), resume, letter of intent, three (3) letters of supervisory reference, original transcripts and a copy of any license or certification required to the address indicated; state employees must submit their two most recent performance appraisals in lieu of references. Please specify the posting number on all application materials. Incomplete application packets will not be considered.

**Albert J Solnit Children's Center – South Campus**  
**915 River Road, Middletown, CT 06457**  
**Attn: Jasmyn Raymond - Human Resources**

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.